

# TIPPECANOE COUNTY COUNCIL

## MEETING MINUTES

TUESDAY, May 11, 2021

8:30 a.m.

Tippecanoe Room, Tippecanoe County Office Building  
20 N 3rd Street, Lafayette, Indiana

**Councilmembers present:** President Kevin Underwood, Vice President John Basham, Barry Richard, Ben Murray, Kathy Vernon, Lisa Dullum, and Roland Winger

**Others present:** Attorney Doug Masson, Auditor Robert A. Plantenga, and Recording Secretary Jennifer Wafford.

### I. Call to Order and Pledge of Allegiance

President Underwood called the meeting to order and led the Pledge of Allegiance.

### II. Auditor's Financial Report – Bob Plantenga

The 2021 Financial Statement shows a General Fund beginning cash balance of \$14,988,895. The projected miscellaneous revenue, property taxes, and deductions for circuit breakers, leave the total funds available at \$66,739,081. After deducting encumbrances, the 2021 Budget, and the Minimum balance established by Council, the beginning net balance is \$6,120,963. In 2021, there have been miscellaneous expenses in the amount of \$61,451 and appropriations approved in the amount of \$1,456,011. The available balance for appropriations is \$4,603,501. Appropriations submitted for approval this month total \$195,411.

The Revenue report shows that 9.4% of total taxes have been received for the 2021 Budget year. However, the deadline for property taxes was May 10<sup>th</sup>, so the percentage of taxes received does not reflect the payments received yesterday. The June Revenue report will show an accurate reflection of the total taxes received by the May 10<sup>th</sup> deadline. As of the end of April, 15% of the projected 2021 budget has been received.

The Fund balances shows: The General Fund (1000) shows an ending balance of \$5.1 million, which is below the \$7.5 million minimum balance, The County Self Insurance Fund (4710) shows more receipts than disbursements for this month, with an ending balance of \$9 million, The Local Income Tax Rainy Day (4986) shows an ending balance of \$3 million. This is money received through the CARES Act that was transferred to this fund to balance the anticipated decrease in income taxes.

Auditor Plantenga advised that there was a notice of special distribution of LIT money received. This special distribution has been received the last couple of years. However, it may be the last one received for a few years because of the financial impact of COVID-19. The amount being received is the balance that the state was held at the end of 2019. The County portion of the Certified Shares distribution is \$411,282, which would normally be deposited into the General Fund. The County portion of the Economic Development distribution is \$330,456, which will be deposited into the EDIT Fund.

Auditor Plantenga suggested to the Council, to approve these funds being deposited into the LIT Rainy-Day Fund instead of the General Fund. The funds could be transferred from the LIT Rainy-Day Fund whenever needed. Auditor Plantenga doesn't see that there is a current need to supplement the General Fund cash currently.

Councilmember Winger states that he thinks putting this money into the Rainy-day fund, instead of the General Fund, at this time would be prudent.

Councilmember Basham asked Auditor Plantenga about the County Self Insurance Fund 4710, and why we are continually holding a balance of \$9 million when the minimum balance is \$500,000?

Auditor Plantenga advised that insurance rates for County employees have not been raised since 2016. However, the County does not want to lower them because they think that the health claims will catch up with the current rates, which is the normal trend for health care expenses.

Councilmember Winger stated that he agreed with Councilmember Basham about not letting the fund just continue to grow in balance if the funds could be used elsewhere. However, he doesn't want to see the fund hit a zero balance, as it did many years ago.

### III. Treasurer's Report – Jennifer Weston

The Account Balances and Interest Rates report was distributed and shows an account balance of \$158,015,904.75, with a total interest of \$61,128.43. The majority of the interest in April was a Jumbo CD that matured, earning \$31,500. The rate that came back for reinvestment on that was .25%, so the interest was put into the Treasurer's general savings account at .35%. This increased the Center Bank balance to \$10.7 million.

The Staley Credit Union balance is \$575,918, which is a record for them. The only service they provide the County is the collection of the property taxes. The deadline for property tax payments was May 10<sup>th</sup>, 2021. The Treasurer does not have comparison numbers reviewed yet for collection. However, the collection rate was approximately the same as 2 years ago. The collection is about 5% down, with four tubs of mail left to post. Although there was more walk-in customers paying taxes than expected, online collections were still around \$11.6 million, which is up from \$10.9 million last year.

The General Fund has received \$159,089.58 in interest, which is about 18.2% of the interest earnings estimate for 2021.

### IV. Public Comment on Agenda Items – None

### V. Compliance with Statement of Benefits for:

#### A. Apex Warehouse and Logistics, LLC. (CF-1/Real Property) (3)

- Councilmember Murray moved to approve (3) Apex Warehouse and Logistics Real Property Compliance Reports as presented, second by Councilmember Vernon. Motion carried.

### VI. Consent Agenda

- Councilmember Basham moved to approve the consent agenda as distributed, second by Councilmember Murray. Motion carried.

#### A. Approval of Meeting Minutes from April 13, 2021

#### B. Juvenile Alternatives - JDAI – Fund 9213 SF21

Transfer	\$ 3,178	Travel & Training
	\$ 2,539	Other Professional Services to Other Supplies

#### C. Superior Court 4 – General Fund 1000

Transfer	\$ 500	Travel & Training to Office Supplies
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#### D. IV-D – Amanda Guzman

IV-D Incentive Fund 8895		
Appropriation	\$ 16,361	Other Professional Services

#### E. Health – Khala Hochstedler

#### STD Prevention Fund 8463 FY22

Grant Appropriation	\$ 22,600	Other Professional Services
	\$ 4,100	Institutional or Medical
	\$ 1,000	Office Supplies
	\$ 500	Travel & Training

\$ 44,701	Full-Time Salaries
\$ 24,128	Part-Time Salaries
\$ 5,265	Social Security
\$ 16,335	Health Insurance
\$ 109	Life Insurance
\$ 5,006	PERF Retirement
\$ 168	LTD Insurance
<u>\$ 123,912</u>	Total Requested

**F. Commissioners – Thomas Murtaugh**  
CDBG COVID-19 Fund 8901 FY21

Appropriation \$ 127,075 Other Professional Services

**VII. Additional Appropriations:**

**A. Sheriff – Robert Goldsmith**

1. Donation Fund 4127

Appropriation \$ 5,000 Other Supplies

- Councilmember Vernon moved to approve the appropriation as presented, second by Councilmember Richard.

This appropriation is to use donation funds from Drive Sober for 11 Breath tests.

President Underwood asked if there were any additional questions or comments. Hearing none he called for the vote. Motion carried.

**B. Community Corrections – Jason Huber**

2021 Salary Statement \$ 41,285 Corrections Officer POLE II (Added Position)  
Split between Funds 1122 & 9218

- Councilmember Murray moved to approve the appropriation as presented, second by Councilmember Richard.

This appropriation is to allocate funding for the new Corrections Officer position. At the beginning of the year, Community Corrections received a Prison Rape Elimination Act (PREA) Grant to become a PREA certified facility. A part of this grant allows for the paying of a Corrections officer position partly through the grant and the remaining from Community Corrections User Fees. This position is a grant-funded position that would expire in December 2022. At the end of the grant, Community Corrections would come before Council to seek alternate funding, seek another grant, or the position would be eliminated. The position will only be guaranteed through December 31, 2022.

President Underwood asked if there were any additional questions or comments. Hearing none he called for the vote. Motion carried.

**C. Coroner – Carrie Costello**

General Fund 1000

Appropriation	\$ 100,000	Autopsies
	\$ 7,381	Institutional or Medical
	\$ 10,000	Other Wages
	\$ 1,920	Other Professional Services
	<u>\$ 765</u>	Social Security
	<u>\$ 120,066</u>	Total Requested

- Councilmember Vernon moved to approve the appropriation as presented, second by Councilmember Murray.

This appropriation is to cover the cost of autopsy cases that are increasing since 2020. To date, there have been 200 accepted cases, and of the accepted, 40% require autopsies. Currently, the Coroner is spending about \$40,000 a month on their cases. The other wages are for the increase

in the use of the deputy for cases. The Other Professional Services amount is to cover the cost of cellular services on the 8 tablets the Coroner's office is now using out in the field.

Councilmember Dullum asked how the Coroner would characterize the percentage of the workload increase? Coroner Costello advised that when she started in May to take over for the exiting Coroner, there were some adjustments needed to meet the state law in accepting cases and reporting deaths. The Coroner's office met with local hospitals to discuss and update policy and procedures on what was required by law to be reported and what cases the Coroner's office would accept.

Councilmember Dullum asked if there was an increase in the number of autopsies being completed? Coroner Costello advised that out of the 200 cases received so far in 2021, 40% have been autopsy cases. The Coroner's office budgeted in 2021 for \$190,000 to complete autopsies. In 2020, there was \$237,000 spent on autopsies. In May 2020, there had been 104 accepted cases, and for May 2021, there have been 184 accepted cases. Coroner Costello is anticipating 884 deaths reported for 2021, and she isn't sure how many of those will be accepted cases or result in autopsies.

Councilmember Basham asked the Coroner how many staff she had to handle the 184 cases accepted? The Coroner advised that she has a smaller staff which hasn't changed in size in about 20 years. She is working with her Council Reps, and the Commissioners on that issue. She has submitted two full-time positions to help the office work more efficiently with records and death certificates. Councilmember Basham asked how many hours each case takes? Coroner Costello advised that depending on the cause, it can take 4-8 hours.

Councilmember Vernon stated that she and Councilmember Murray have been working closely with Coroner Costello to develop a five-year plan for the Coroner's office.

Councilmember Murray advised that Coroner Costello has modified some of her practices so that the revenue brought in this year has already exceeded what was budgeted for 2021. She is trying to save money by becoming more efficient and looking for ways to bring in more revenue.

President Underwood asked if there were any additional questions or comments. Hearing none he called for the vote. Motion carried.

#### **D. DOIT – Kent Kroft**

##### **General Fund 1000**

Appropriation	\$ 50,936	Full Time Salaries
	\$ 3,897	Social Security
	\$ 5,705	PERF Retirement
	\$ 13,896	Health Insurance
	\$ 191	LTD Insurance
	\$ 182	Life Insurance
	\$ 538	<u>Worker's Compensation</u>
	\$ 75,345	Total Requested

- Councilmember Murray moved to approve the appropriation as presented, second by Councilmember Dullum.

This appropriation is for the benefits for the 2 new Full-Time Positions. The Unified Communications Engineer will be responsible for the AV equipment across the County, such as the new system in the Tippecanoe Room and the new recording system in the Courthouse. This individual will also act as a backup to the Network Administrator. The second position is for an additional Service Desk Technician who will help answer help desk calls.



The DOIT department has had 3 technicians since 2003 when it had only 350 desktop computer licenses. Currently, there are 827 desktop computer licenses being covered by three technicians.

President Underwood asked if there were any additional questions or comments. Hearing none he called for the vote. Motion carried.

#### **E. DOIT**

2021 Salary Statement	\$ 28,268	Unified Comm Engineer PAT V (New Position)
	\$ 22,668	Service Desk Tech PAT III (Added Position)

- Councilmember Murray moved to approve the appropriation as presented, second by Councilmember Dullum.

This appropriation is for the salaries for the 2 new Full-time Positions.

President Underwood asked if there were any additional questions or comments. Hearing none he called for the vote. Motion carried.

#### **VIII. Committee Reports**

Councilmember Winger announced that due to work demands outside of Council, he does not feel he can adequately support his role going into budget hearings. As a result, he submitted his resignation from Council, effective June 30<sup>th</sup>.

#### **IX. Unfinished/New Business**

- FYI: ~ 2022 Budget Hearings begin 08/24/2021 @ 8:30 am
- FIY: ~ Evening Budget Public Hearing 09/02/2021 @ 6:00 pm

#### **X. Commissioner FYI – None**

#### **XI. Public Comment**

Sharon Hutchison, Grant Administrator, is asking Council for permission for a within series transfer and a between series transfer. In March of 2020, funding was received from the OCRA Grant, in the amount of \$100,000, to provide medical assistance and food to quarantined residents through the Health Department. The Health Department did not use all the funds, and the Commissioners submitted a modification letter to OCRA. They asked permission to submit the remaining funds to the Small Businesses in the community. The Commissioners received the letter of approval for the modification and would like to have the money dispersed by the end of May.

Councilmember Murray moved to approve the transfer as presented, second by Councilmember Richard.

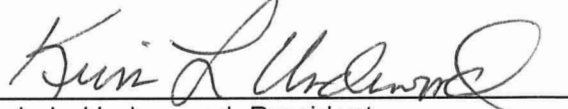
President Underwood asked if there were any additional questions or comments. Hearing none he called for the vote. Motion carried.

Sharon Hutchison also invited everyone out to East Tipp Middle School tonight, May 11, 2021 @ 6pm, for the discussion with IDEM about the ABC Regional Sewer District.

#### **XII. ADJOURNMENT**

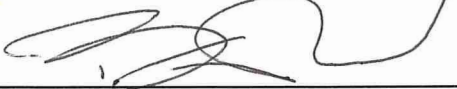
- Councilmember Winger moved to adjourn, second by Councilmember Murray and the President adjourned the meeting.

**TIPPECANOE COUNTY COUNCIL**



Kevin L. Underwood, President

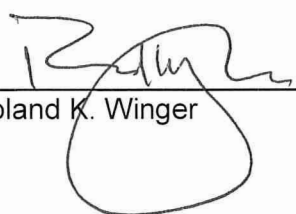
  
John R. Basham II, Vice President

  
Barry Richard

  
Ben Murray

  
Kathy Vernon

  
Lisa Dullum

  
Roland K. Winger

ATTEST:

  
Robert A. Plantenga, Auditor 06/08/2021

Minutes prepared by Jennifer Wafford, Recording Secretary